

# Certificate of Release or Discharge from Active Duty, DD Form 214

## Overview

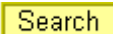







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<b>Introduction</b>	<p>This section provides the procedures for completing the DD Form 214. Complete step by step instructions are located in reference COMDTINST M1900.4D Certificate of Release or Discharge form Active Duty, DD Form 214</p>
<b>Reference</b>	<p>The following references provide additional information about entitlements and regulations.</p> <ul style="list-style-type: none"><li>• <a href="#">Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)</a></li></ul>
<b>Procedure</b>	<p>Prior to completion of the DD-214 section the Separation section must be completed. Data is obtained for completion of the DD 214 from the members SPO, Unit PDR, JUMPS, and other Official Records. Certain fields of the DD-214 are pre-filled with information currently in Direct Access. Once the DD-214 is created, additional course completion or awards must be manually added. Once Final checkbox is selected, modifications cannot be made.</p>

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# Certificate of Release or Discharge from Active Duty, DD Form 214

## DD-214 Worksheet

Step	Action																																										
1	Access the DD Form 214 section from the path:  <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Administer Workforce (GBL)</a> > <a href="#">Use</a> > <b>DD Form 214</b>																																										
2	Enter the employee ID in the Emplid field or the member's SSN in the National ID field and press the  button. If you do not know the Emplid or SSN provide some search criteria, such as the member's last name and department number in the appropriate fields and perform a search. See <a href="#">Search Tips</a> for help using the employee lookup.   <b>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</b>																																										
3	Locate the <b>DD214 Worksheet Data</b> Section and complete the following:																																										
<table><tr><th>Block</th><th>Field</th><th>Description</th></tr><tr><td>1</td><td><b>NAME</b> (Last) (First) (Middle, Suffix)</td><td>Pre-filled. If member has no middle name Enter 'NMN'. For members with a middle initial and no middle name, enter the initial in quotation marks. Include suffix when applicable. To lookup click the  button.</td></tr><tr><td>2</td><td><b>DEPT, COMP &amp; BRANCH</b></td><td>Pre-filled</td></tr><tr><td>3</td><td><b>SSN</b></td><td>Pre-filled this Block will not show on Printed Version.</td></tr><tr><td>4.a.</td><td><b>GRADE, RATE or RANK</b></td><td>Pre-filled</td></tr><tr><td>4.b.</td><td><b>PAY GRADE</b></td><td>Pre-filled. To lookup click the  button.</td></tr><tr><td>5.</td><td><b>DATE OF BIRTH</b></td><td>Pre-filled</td></tr><tr><td>6</td><td><b>RES OBL TRM</b></td><td>Pre-filled</td></tr><tr><td>7.a.</td><td><b>PLACE of ENTRY (city/st)</b></td><td>Pre-filled. If not pre-filled enter city, state. <b>Enlisted:</b> Initial place where member was sworn in. <b>Officer:</b> Place of acceptance of commission <b>Cadet:</b> Enter the place where the "Letter of Appointment to the USCG Academy" was addressed.</td></tr><tr><td>7.b.</td><td><b>HOME of RECORD</b></td><td>Enter the place MBR originally entered AD w/o a break in service. City and State fields are required. Enter <i>street address</i>, if known</td></tr><tr><td>8.a.</td><td><b>LAST DUTY ASGN</b></td><td>Enter the member's last Permanent Duty assignment.</td></tr><tr><td>8.b.</td><td><b>STATION WHERE SEP</b></td><td>Enter the place of release, transfer retirement, or discharge. i.e., Personnel Service Center Topeka, KS</td></tr><tr><td>9</td><td><b>COMMAND TRANSFERRED</b></td><td>For RELAD or Transferred personnel enter the District Office where member will reside as appropriate. For Discharge or Retired, enter "NA".</td></tr><tr><td>10</td><td><b>SGLI COVERAGE</b></td><td>Enter the exact amount of SGLI coverage <b>member</b> has. Enter "Decline" if the member declined coverage.</td></tr></table>		Block	Field	Description	1	<b>NAME</b> (Last) (First) (Middle, Suffix)	Pre-filled. If member has no middle name Enter 'NMN'. For members with a middle initial and no middle name, enter the initial in quotation marks. Include suffix when applicable. To lookup click the  button.	2	<b>DEPT, COMP &amp; BRANCH</b>	Pre-filled	3	<b>SSN</b>	Pre-filled this Block will not show on Printed Version.	4.a.	<b>GRADE, RATE or RANK</b>	Pre-filled	4.b.	<b>PAY GRADE</b>	Pre-filled. To lookup click the  button.	5.	<b>DATE OF BIRTH</b>	Pre-filled	6	<b>RES OBL TRM</b>	Pre-filled	7.a.	<b>PLACE of ENTRY (city/st)</b>	Pre-filled. If not pre-filled enter city, state. <b>Enlisted:</b> Initial place where member was sworn in. <b>Officer:</b> Place of acceptance of commission <b>Cadet:</b> Enter the place where the "Letter of Appointment to the USCG Academy" was addressed.	7.b.	<b>HOME of RECORD</b>	Enter the place MBR originally entered AD w/o a break in service. City and State fields are required. Enter <i>street address</i> , if known	8.a.	<b>LAST DUTY ASGN</b>	Enter the member's last Permanent Duty assignment.	8.b.	<b>STATION WHERE SEP</b>	Enter the place of release, transfer retirement, or discharge. i.e., Personnel Service Center Topeka, KS	9	<b>COMMAND TRANSFERRED</b>	For RELAD or Transferred personnel enter the District Office where member will reside as appropriate. For Discharge or Retired, enter "NA".	10	<b>SGLI COVERAGE</b>	Enter the exact amount of SGLI coverage <b>member</b> has. Enter "Decline" if the member declined coverage.
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# Certificate of Release or Discharge from Active Duty, DD Form 214

## DD-214 Worksheet, Cont;

Step	Action						
4	<p>Locate the <b>11. Primary Specialty</b> section and complete the following;</p> <table><tr><th>Block</th><th>Field</th><th>Description</th></tr><tr><td>11</td><td>Competency Year Acquired Last Used Description</td><td><b>This block pertains to OFFICERS ONLY. Officer Billet Code/Specialty.</b> The Officer codes were not part of the Enlisted Qualification codes system. However, in PeopleSoft/ the officer and enlisted systems were merged into the competency table. The officer codes are made of a three alpha character prefix (OPS for Operations, PER for personnel, etc.) for the category and a two numeric character suffix for the specialty.</td></tr></table> <p>Example OBCs:</p> <p>PER10 Personnel - General ADM01 General Command And Staff AVI60 Aviation - General BSF80 Boating Safety - General COM30 Comptrollership MSF40 Marine Safety - General MSF41 Commercial Vessel Safety - Gen MSF42 Port Safety/Environ Protection MSF43 Port Contingency Planning MSF44 Vessel Traffic Services MSF45 Vessel Inspection MSF46 Vessel Technical MSF47 Marine Investigation MSF48 Hazardous Material MSF49 Explosive Loading</p> <p>The officer's assigned OBC/Specialty can be found by running the PDIF (Search for "PDIF" in the online help at <a href="http://www.uscg.mil/hq/psc/ps">http://www.uscg.mil/hq/psc/ps</a>). The Year Acquired and Last Used dates should be listed in the officer's competency assignment page (<a href="#">Develop Workforce</a> &gt; <a href="#">Manage Competencies (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Competencies</b>). However, this information was not migrated into PeopleSoft when the system was loaded, so it may be necessary to ask the officer for these dates.</p> <p>There are 83 possible OBC/Specialty codes. They are listed in the Competency Dictionary at: <a href="http://www.uscg.mil/hq/psc/da/CompetencyDictionary.xls">http://www.uscg.mil/hq/psc/da/CompetencyDictionary.xls</a>. Click the drop-down in the 'TYPE' column of the spreadsheet and select "OBC" to view the codes.</p>	Block	Field	Description	11	Competency Year Acquired Last Used Description	<b>This block pertains to OFFICERS ONLY. Officer Billet Code/Specialty.</b> The Officer codes were not part of the Enlisted Qualification codes system. However, in PeopleSoft/ the officer and enlisted systems were merged into the competency table. The officer codes are made of a three alpha character prefix (OPS for Operations, PER for personnel, etc.) for the category and a two numeric character suffix for the specialty.
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Step	Action																											
5	Locate the <b>12. Record of Service</b> Section and complete the following;																											
	<table border="1"> <thead> <tr> <th>Block</th><th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>12.a.</td><td>Date Entered A/D This Period</td><td>Pre-filled.</td></tr> <tr> <td>12.b.</td><td>Separation Date This Period</td><td>Pre-filled. For personnel being retired, enter the last day of active duty in this block and enter the effective date of retirement in Block 18 (Remarks). Reservists entitled to travel time incident to separation, construct the effective date to include travel time and enter that date in this block. Enter the actual date the member was released from active duty and the number of days travel time in Block 18 (Remarks).</td></tr> <tr> <td>12.c.</td><td>Net Active Service This Period</td><td>Enter the net active service completed during the period between the dates entered in 12a and 12b (<b>Note: The system generated calculation does not include the inclusive date).</b></td></tr> <tr> <td>12.d.</td><td>Total Prior Active Service</td><td>Enter the years, months, days of service creditable for basic pay for all active service prior to the date entered in Block 12a. <b>This includes ALL periods of active duty training performed in any branch of the Armed forces.</b> If active duty training is included, put an asterisk (*) and enter in Block 18 (Remarks) - <b>***Includes active duty training.</b></td></tr> <tr> <td>12.e.</td><td>Total Prior Inactive Service</td><td>Enter the years, months, days of service creditable for basic pay for all inactive service completed prior to the date entered in Block 12a.</td></tr> <tr> <td>12.f.</td><td>Foreign Service</td><td>Enter the years, months, days of foreign service from the date entered in Block 12.a. through the date entered in Block 12.b.</td></tr> <tr> <td>12.g.</td><td>Sea Service</td><td>Enter the years, months, days of sea service from the date entered in Block 12.a. through the date entered in Block 12.b.</td></tr> <tr> <td>12.h.</td><td>Effective Date of Pay Grade</td><td>Pre-filled.</td></tr> </tbody> </table>	Block	Field	Description	12.a.	Date Entered A/D This Period	Pre-filled.	12.b.	Separation Date This Period	Pre-filled. For personnel being retired, enter the last day of active duty in this block and enter the effective date of retirement in Block 18 (Remarks). Reservists entitled to travel time incident to separation, construct the effective date to include travel time and enter that date in this block. Enter the actual date the member was released from active duty and the number of days travel time in Block 18 (Remarks).	12.c.	Net Active Service This Period	Enter the net active service completed during the period between the dates entered in 12a and 12b ( <b>Note: The system generated calculation does not include the inclusive date).</b>	12.d.	Total Prior Active Service	Enter the years, months, days of service creditable for basic pay for all active service prior to the date entered in Block 12a. <b>This includes ALL periods of active duty training performed in any branch of the Armed forces.</b> If active duty training is included, put an asterisk (*) and enter in Block 18 (Remarks) - <b>***Includes active duty training.</b>	12.e.	Total Prior Inactive Service	Enter the years, months, days of service creditable for basic pay for all inactive service completed prior to the date entered in Block 12a.	12.f.	Foreign Service	Enter the years, months, days of foreign service from the date entered in Block 12.a. through the date entered in Block 12.b.	12.g.	Sea Service	Enter the years, months, days of sea service from the date entered in Block 12.a. through the date entered in Block 12.b.	12.h.	Effective Date of Pay Grade	Pre-filled.
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# Certificate of Release or Discharge from Active Duty, DD Form 214


## DD-214 Worksheet, Cont;

Step	Action																														
6	<p>Locate the <b>13. Decorations, Medals, Badges</b> Section and complete the following;</p> <table border="1"> <thead> <tr> <th>Block</th><th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>13</td><td>Type</td><td>Pre-filled. This Section will contain all Medals and Awards member has in Direct Access. To lookup click the  button.</td></tr> <tr> <td></td><td>Description</td><td>Pre-filled.</td></tr> <tr> <td></td><td>Issue Date</td><td>Enter the date the Approving Authority (not the date it was presented) approved the honor or award</td></tr> </tbody> </table> <p>Change the description of awards as necessary by clearing the field and typing it the correct description (e. g. Coast Guard Good Conduct Medal with 2 bronze stars).</p> <p>To add a Decoration or Medal, click the  button. To remove a Row, click the  button.</p>	Block	Field	Description	13	Type	Pre-filled. This Section will contain all Medals and Awards member has in Direct Access. To lookup click the  button.		Description	Pre-filled.		Issue Date	Enter the date the Approving Authority (not the date it was presented) approved the honor or award																		
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7	<p>Locate the <b>14. Military Education</b> Section and complete the following;</p> <p>To add Military Education, click the  button. To remove a Row, click the  button.</p> <table border="1"> <thead> <tr> <th>Block</th><th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>14</td><td>Course</td><td>Pre-filled. To lookup click the  button.</td></tr> <tr> <td></td><td>Course Title</td><td>Pre-filled</td></tr> <tr> <td></td><td>Sesn</td><td>Pre-filled</td></tr> <tr> <td></td><td>Start Date</td><td>Pre-filled</td></tr> <tr> <td></td><td>End Date</td><td>Pre-filled</td></tr> <tr> <td>15.a.</td><td>Contributed to VETERAN'S EDUCATIONAL ASST PRGM</td><td>Select either <input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr> <tr> <td>15.b.</td><td>HIGH SCHOOL GRADUATE or EQUIVALENT</td><td>Select either <input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr> <tr> <td>16</td><td>Days Accrued Leave Paid</td><td>If the member receives a lump sum leave payment, enter number of days for which member was paid. If no lump-sum payment is made enter "None".</td></tr> <tr> <td>17</td><td>Member Provided Complete Dental Examination</td><td>If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If not, check "No".  <input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr> </tbody> </table>	Block	Field	Description	14	Course	Pre-filled. To lookup click the  button.		Course Title	Pre-filled		Sesn	Pre-filled		Start Date	Pre-filled		End Date	Pre-filled	15.a.	Contributed to VETERAN'S EDUCATIONAL ASST PRGM	Select either <input checked="" type="radio"/> Yes <input type="radio"/> No	15.b.	HIGH SCHOOL GRADUATE or EQUIVALENT	Select either <input checked="" type="radio"/> Yes <input type="radio"/> No	16	Days Accrued Leave Paid	If the member receives a lump sum leave payment, enter number of days for which member was paid. If no lump-sum payment is made enter "None".	17	Member Provided Complete Dental Examination	If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If not, check "No".  <input checked="" type="radio"/> Yes <input type="radio"/> No
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# Certificate of Release or Discharge from Active Duty, DD Form 214







## DD-214 Worksheet, Cont;

Step	Action		
8	<b>Block</b>	<b>Field</b>	<b>Description</b>
	18	REMARKS	Entries in this block consist of information not shown elsewhere on this form.
	19.a.	MAILING ADDRESS AFTER SEPARATION	Pre-filled. Otherwise enter members Mailing Address after Separation
		Address	
		City/State/Zip	
	19.b.	NEAREST RELATIVE	Enter Name and complete address of member's nearest relative. This will be used as a supplementary mailing address if necessary.
		Last Name	
		First Name	
		City/State/Zip	
	20	Send Copy 6 to:	If the member desires that copy (6) be forwarded to the State Director of Veterans' Affairs select the "Yes" block and enter the State Abbreviation. To lookup click the  button. If the member does not desire a copy to be forwarded the State Director of Veterans' Affairs select "No".
		Dir. Of Veteran Affairs	
	21	SIGNATURE OF MEMBER	Members Name is Pre-filled. <b>Member must sign each copy separately to ensure that they are aware of the differences of the information contained on certain copies of the DD Form 213.</b>
	22	OFFICIAL AUTHORIZED TO SIGN	Enter the Name, Grade, and Title of Authorizing Official. <b>The Authorizing Official shall sign the in Ink.</b>
9	Locate the <b>Special Additional Information</b> section and complete the following		
	<b>Block</b>	<b>Field</b>	<b>Description</b>
	23	TYPE of SEPARATION	Pre-filled. You can also select a type from the dropdown menu listing
	24	CHARACTER of SERVICE	Select from the dropdown menu listing as appropriate and consistent with the reason and authority for separation, unless otherwise directed by CGPC
	25	SEPARATION AUTHORITY	Pre-filled. Otherwise enter the appropriate separation authority associated with a particular authority and reason for separation
	26	SEPARATION CODE	Enter the appropriate Separation Program Designator Code, or enter Code specified by CGPC.
	27	REENTRY CODE	
	28	NARRATIVE REASON for SEPARATION	The pertinent letter of order issue authority will specify entries to be made in this block.

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# Certificate of Release or Discharge from Active Duty, DD Form 214

## DD-214 Worksheet, Cont;

Step	Action									
10	<p>Locate the <b>Dates of Time Lost During This Period</b> section and completed the following;</p> <table><tr><th>Block</th><th>Field</th><th>Description</th></tr><tr><td>29</td><td>Dates of Time Lost During This Period</td><td>Enter the inclusive dates for all periods of time lost during the time between Blocks 12.a. and 12.b. Includes periods of unauthorized absence (UA), sickness due to misconduct (SKMC), confinement (CONF), and non-performance of duty due to civil arrest (NPDI CIVIL). <b>IF NONE LEAVE BLANK</b> <b>To add additional rows click  button.</b> <b>To remove rows click the  button</b></td></tr><tr><td>30</td><td>MEMBER REQUEST COPY 4</td><td>If the member requests to receive the special information contained in Blocks 23 – 29, initials are required.</td></tr></table>	Block	Field	Description	29	Dates of Time Lost During This Period	Enter the inclusive dates for all periods of time lost during the time between Blocks 12.a. and 12.b. Includes periods of unauthorized absence (UA), sickness due to misconduct (SKMC), confinement (CONF), and non-performance of duty due to civil arrest (NPDI CIVIL). <b>IF NONE LEAVE BLANK</b> <b>To add additional rows click  button.</b> <b>To remove rows click the  button</b>	30	MEMBER REQUEST COPY 4	If the member requests to receive the special information contained in Blocks 23 – 29, initials are required.
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30	MEMBER REQUEST COPY 4	If the member requests to receive the special information contained in Blocks 23 – 29, initials are required.								
11	<p>Click the <b>Email DD214</b> button to receive worksheet only.</p> <p><b>OR</b></p> <p>Check the <input type="checkbox"/> <b>Final</b> box, then click the <b>Email DD214</b> to receive final DD-214 (8 copies).</p>									